

ANNUAL QI CALENDAR				
QUARTER	MONTH	QUARTERLY ACTIVITIES	MONTHLY ACTIVITIES	DELIVERABLES
Q1	October November December	<ul style="list-style-type: none"> <li>Complete quality management plan</li> <li>Initiate small tests of change (STOC) for indicators that are &lt;70% from previous round of performance measures</li> </ul>	<ul style="list-style-type: none"> <li>Monthly meeting</li> <li>Follow up on STOC</li> <li>Documentation audit</li> <li>Quality of care (for HIV counseling and testing/prevention of mother-to-child transmission sites)</li> <li>Patient retention</li> </ul>	<ul style="list-style-type: none"> <li>Completed quality management plan and annual calendar</li> <li>Report of STOCs</li> </ul>
Q2	January February March	Round 1 <ul style="list-style-type: none"> <li>Performance measures</li> <li>Initiate STOCs for indicators that are &lt;70%</li> </ul>	<ul style="list-style-type: none"> <li>Monthly meeting</li> <li>Follow up on STOC</li> <li>Documentation audit</li> <li>Quality of care (for HIV counseling and testing/prevention of mother-to-child transmission sites)</li> <li>Patient retention</li> </ul>	<ul style="list-style-type: none"> <li>Meeting minutes</li> <li>Results of round 1 performance measures</li> <li>Reports of STOCs</li> <li>Results of documentation audit</li> <li>Hard or soft copy of quality of care tool completed for each month</li> </ul>
Q3	April May June	<ul style="list-style-type: none"> <li>Patient satisfaction survey</li> <li>Healthcare worker satisfaction survey</li> </ul>	<ul style="list-style-type: none"> <li>Monthly meeting</li> <li>Follow up on STOC</li> <li>Documentation audit</li> <li>Quality of care (for HIV counseling and testing/prevention of mother-to-child transmission sites)</li> <li>Patient retention</li> </ul>	<ul style="list-style-type: none"> <li>Meeting minutes</li> <li>Completed patient/provider satisfaction survey forms</li> <li>Reports of STOCs</li> <li>Results of documentation audit</li> <li>Hard or soft copy of quality of care tool completed for that month</li> </ul>

Q4	<p><b>July</b> <b>August</b> <b>September</b></p>	<p>Round 2</p> <ul style="list-style-type: none"> <li>• Performance measures</li> <li>• Evaluate effectiveness of the quality management plan</li> <li>• Clinical component assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly meeting</li> <li>• Follow up on STOC</li> <li>• Documentation audit</li> <li>• Quality of care (for HIV counseling and testing/prevention of mother-to-child transmission sites)</li> <li>• Patient retention</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting minutes</li> <li>• Results of round 2 performance measures</li> <li>• Reports of completed STOCs from round 1 of performance measures</li> <li>• Results of documentation audit</li> <li>• Hard or soft copy of quality of care tool completed for each month</li> </ul>
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